

I0016

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OFFICE OF THE MISSISSIPPI SECRETARY OF STATE

P.O. BOX 136, JACKSON, MS 39205-0136 (601) 359-1333

Instructions for Reservation of Name

Our forms have been designed to be scanned by computer equipment. There are several simple rules to follow in completing this form to ensure that the form, when completed, can be processed correctly.

The diagram shows a sample of the F0001 form. Callout 1 points to the header area containing the form number, office name, address, phone number, and title. Callout 2 points to the left margin alignment symbol (⇒). Callout 3 points to the 'Type of Corporation' selection boxes for 'Profit' and 'Nonprofit'. Callout 4 points to the 'Sample Text Entry On Form' box.

1. The areas marked ① (the computer barcode area and the right margin) are reserved areas. Make no marks or notations in these areas.
2. The form contains alignment marks (⇒) for your typewriter. The alignment marks are in the left margin of the form on each line, indicated by ②. Align your typewriter to print an upper case X directly on this '⇒' symbol. Then normal typing, spacing, and line indexing will automatically position your typewriter within the typeable areas on the form. Please use a new black ribbon when completing the form.
3. Typeable areas, which are the boxes (like the box indicated by ③), are the only places where you should be making any marks. With the exception of areas reserved for signatures, all information provided should be typewritten in these boxes or printed in black ink. Signatures should always be completely contained within the boundaries of the box set aside for the signature.
4. If the information is correctly entered onto the form, it should look like the text entered at *.
5. Where a choice needs to be indicated, please make your selection by entering an upper case 'X' in the box to the left of the selection you want to make.
6. Enter numeric information **without commas**. Three thousand, for example, should be entered as '3000' not '3,000'.
7. All dates **must** be entered in the MM/DD/YYYY format, that is, using the 4 digit year. For example, January 4th, 1997 should be entered as '1/4/1997'. Although not required, a leading zero in the month and day is acceptable (like '01/04/1997').
8. In order to ensure mail is deliverable, do not combine post office box numbers and Street Address in one box. Please enter the actual physical street location in the box labeled Physical Address, and/or post office box numbers in the boxes labeled P.O. Box. Where necessary, use directional indicators (like '123 W Main St' instead of '123 Main St'). It is not necessary to enter the text 'PO BOX' when specifying a P.O. Box. Our system will supply this text automatically.
9. States must be entered as the two character approved US Post Office state code. For example, Mississippi should be entered as 'MS' without periods, not 'Miss.', or using other abbreviations.
10. Boxes set aside for ZIP codes contain enough space to enter both five digit and four digit ZIP code values, separated by a dash. Please ensure the five digit ZIP is entered to the **left** of the dash, and the four digit zip is to the **right** of the dash.
11. The following rules apply to the data entry areas on the form.

Type of Corporation - Check the appropriate box to indicate the type of corporation.

Name to Reserve - Enter the name to reserve.

Note: Profit Corporation corporate reserved names must contain the word "Company," "Corporation," or "Incorporated," or the abbreviation "Corp." "Inc." or "Ltd." Limited Partnerships must contain the phrase "Limited Partnership," or the abbreviation "L.P."

Name in Mississippi - Fill in the name under which the entity will do business in Mississippi. Limit the name to 2 lines of 60 characters. This can only be used if the real corporate name is not available for use in Mississippi.

Applicant Name and Address - Enter the name and address of the Applicant. Limit the name of the applicant to 40 characters. Do not exceed 45 characters per address line, 20 characters for city, 2 characters for state, and 9 digits for zip code.

Keep all signatures within the blocks allocated for them. Enclose the \$25 filing fee, payable to the Secretary of State, with this document.

Thank you for your assistance. Please call us at the above number if there are any questions.